



# Kendallville Public Library

Providing access to information...for life.

## Filming & Photography Policy

KPL Board of Trustees *Adopted 5.14.2024*

Filming and photography are allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Kendallville Public Library Patron Code of Conduct.

### Individual Rights

#### PATRON RIGHTS

Under the protection of the First Amendment of the United States Constitution, and regardless of their age, patrons that are located on library premises and using library facilities or services are not entitled to privacy in the public areas of the library. Patrons may be photographed or filmed without their knowledge or consent. The library is considered a public space, and thus is not permitted to restrict the filming or photographing of the building and its residents by 3<sup>rd</sup> parties in public areas.

#### STAFF RIGHTS

Staff that are located on the property or in the library facilities are not entitled to privacy in public areas of the library. Staff may be filmed or photographed without knowledge or consent. The staff of the library are doing public work and may be recorded doing so per the First Amendment of the United States Constitution.

#### EXPECTATION OF PRIVACY

Some areas of the library have an expectation of privacy. The following is a list of areas where filming or photographing may be restricted. This list is not exhaustive and only contains examples of places where filming or photography may be prohibited.

- Restrooms
- Staff offices
- Staff only areas
- Locked areas
- Areas inaccessible to the public
- Closed door meeting rooms
- Executive sessions of the Library Board of Trustees
- Non-public forums



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## 3<sup>rd</sup> Party Filming Procedure

### OPTING OUT

We ask 3<sup>rd</sup> parties that are filming or photographing patrons or staff to please respect the wishes of those individuals that request not to be photographed or recorded. However, we recognize that 3<sup>rd</sup> parties may decline the opportunity to respect said requests. We ask 3<sup>rd</sup> parties to consider the fact that they may escalate other tenuous situations within the library which may result in harm to others.

### RESTRICTIONS

Filming and photographing does not grant special privileges outside of our Patron Code of Conduct to First Amendment Auditors and other 3<sup>rd</sup> parties.

Staff workstations, desks, offices, files, and paperwork are prohibited from being photographed or filmed.

Patrons using the computers may be looking at sensitive information on the computer screens such as medical information, passwords, user-ID's, banking information, and similarly sensitive information. Taking images or video of this type of information, while protected under the First Amendment, may appear fraudulent and it is not the responsibility of the library to protect the 3<sup>rd</sup> party from prosecution.

## Library Filming Procedure

### PERMISSION

Kendallville and Limberlost Public Library staff may take photographs and videos of people attending library events, programs, or while utilizing library services.

### USE

Images and videos may be used on the library website, library social media, or in any other communication to the public. All images and video taken by library staff are used solely for the purpose of promoting library programs and services and none of the images will be used to generate a profit or for commercial purposes. No names or other identifying information will be used in these photographs without permission from the individual. Such uses for identification may include sharing reading contest winners or for instances similar to this.

### OPTING OUT

A library staff member must be notified if an individual does not wish to be photographed or filmed. Notification may be given at any time; however, the library will not be at fault for any photographs or recordings published prior to the notification.